NCARB

INTERN DEVELOPMENT PROGRAM GUIDELINES

January 2009

IDP
GUIDELINES

This document, effective January 2009, supersedes all previous editions of the *IDP Guidelines* and provides a general overview of policies and procedures of the IDP.

Please check NCARB's website, www.ncarb.org, regularly for updates to this publication and for the most current information regarding the IDP. © January 2009

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IDP OVERVIEW

The Intern Development Program (IDP) is a comprehensive training program created to ensure that interns in the architecture profession gain the knowledge and skills required for the independent practice of architecture upon completion of the program.

The IDP was created jointly in the 1970's by the National Council of Architectural Registration Boards (NCARB) and the American Institute of Architects (AIA) and is administered by NCARB.

As a professional membership organization, the AIA supports the IDP through the coordinator program, the mentorship program, supplementary education activities, and the IDP Advisory Committee.

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What is an Intern?

Webster's New Collegiate Dictionary defines an intern as: "an advanced student or graduate in a professional field." In the architecture profession, an "intern" is any person who by means of their education or experience has qualified to enter the Intern Development Program.

In this document, the term intern refers to any individual in the process of satisfying a registration board's training requirements. This includes graduates from NAAB-accredited programs, architecture students who acquire acceptable training prior to graduation, and other qualified individuals identified by a registration board.

NCARB *Model Law* allows the use of the term Intern Architect or Architectural Intern.

Only individuals who are licensed by a board of architecture may call themselves architects.

What is IDP?

The Intern Development Program is an essential step in the path to become an architect. Your journey typically begins in a school of architecture, however it does not end there. Ultimately, through the IDP you will apply your formal education to the daily realities of architectural practice; acquire comprehensive experience in basic practice areas; explore specialized areas of practice; develop professional judgement; and refine your career goals. IDP is designed to help you realize those goals.

State registration requirements establish the criteria for legally practicing architecture independently. In most jurisdictions, completion of the IDP is a requirement for initial registration. Participation in the IDP targets the comprehensive training that is essential for competent practice. The Intern Development Program is structured to prepare you to practice architecture independently upon initial registration. Make your IDP experience work for you!

What is NCARB?

The National Council of Architectural Registration Boards, a nonprofit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, and Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB is committed to protecting the health, safety, and welfare of the public through effective regulation and exemplary service. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution has established that the individual states have the actual power to regulate the profession of architecture, including the registration of practitioners. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

NOTE: The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

Online Resources:

- Handbook for Interns & Architects (www.ncarb.org/forms/handbook.pdf)
- IDP Workbook (www.ncarb.org/idp/idpworkbook.html)
- My NCARB Record (www.ncarb.org/recordsvc/logon.asp)
- IDP Section on the web site (www.ncarb.org/idp/)

Know Your Jurisdictional Requirements

Each Member Board sets its own education, training, and examination requirements for initial and reciprocal registration in their jurisdiction. Most Member Boards have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations.* You can get an overview of each jurisdiction's registration requirements on the NCARB web site at www.ncarb.org/stateboards/index.html. However, since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

Education Requirement

Most of NCARB's Member Boards have established as their education requirement a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB).

NAAB- and CACB-accredited professional degree programs include Bachelor of Architecture (B.Arch), Master of Architecture (M.Arch), and Doctor of Architecture (D.Arch). NAAB and CACB do not accredit four-year "pre-professional" degree programs in architecture (e.g., Bachelor of Arts in Architecture, Bachelor of Science in Architecture, Bachelor of Environmental Design, etc.).

Pre-professional degree programs are typically components of Bachelor of Architecture and Master of Architecture programs. Not all Master of Architecture programs offered within a school are accredited by the NAAB or the CACB. For a list of NAAB accredited programs, go to http://naab.org/architecture_programs/

Some registration boards requiring a professional degree in architecture from a NAAB-accredited program also accept other education assessed as equivalent. For a guide to equivalency requirements, refer to NCARB's *Education Standard*. The *Education Standard* is available at www.ncarb.org.

Training Requirement

Every jurisdiction requires that interns acquire experience under a registered architect's direct supervision for some period of time.

Most of NCARB's 54 jurisdictions have adopted the IDP as their training requirement for initial registration.

Compare the IDP training requirements with any additional specific training your board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, satisfaction of the IDP training requirement may be required to facilitate future registration in other jurisdictions. Some jurisdictions have employment duration requirements.

Many jurisdictions accept some experience acquired under the direct supervision of other professionals (e.g., professional engineer, interior designer, landscape architect, planner, or general contractor).

Examination Requirement

Every jurisdiction requires interns to pass the Architect Registration Examination® (ARE®) to satisfy its examination requirement.

The ARE is a practice-based exam administered on a year-round basis that covers:

- Programming, Planning & Practice
- Site Planning & Design
- Building Design & Construction Systems
- Schematic Design
- Structural Systems
- Building Systems
- Construction Documents & Services

The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services.

The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to the "Next Steps" in this publication, or NCARB's *ARE Guidelines,* available at www.ncarb.org.

Verify that you are enrolled in a NAAB-accredited program

A list of NAAB-accredited programs can be found at www.naab.org.

- Individual degree *programs* are accredited by the NAAB and CACB.
- Universities, colleges, and schools/colleges of architecture are not accredited by the NAAB and CACB.

What does IDP do for me?

The IDP has six objectives:

1. Maintain a relevance to current architectural practice;
2. Define areas of architectural practice in which interns should acquire basic knowledge and skills;
3. Encourage additional training in the broad aspects of architectural practice;
4. Provide the highest quality information and advice about educational, internship and professional issues and opportunities;
5. Provide a uniform system for documentation and periodic assessment of internship activity; and
6. Provide greater access to educational opportunities designed to enrich training.

The IDP is designed to make your internship a meaningful experience by exposing you to many aspects of the profession so that you are prepared to practice architecture independently.

What does it cost?

TOTAL APPLICATION FEE: $285

STUDENT or RECENT GRADUATE (within 6 months): $100 to start.

If you are a student or have graduated within six months of when you establish an NCARB Record, you may split the $285 into two payments. You may pay $100 when you start your Record and wait to pay the rest ($185) when you are ready to have your Record transmitted to a jurisdiction or when you request an Authorization to Test for the Architect Registration Examination® (ARE®). The initial fee keeps your Record active for the first three years after graduation.

ANNUAL MAINTENANCE FEE: $60

There is an annual maintenance fee assessed after the first three years. It costs $60 each year to maintain your Record until you become registered.

Fees subject to change, please refer to www.ncarb.org/forms/fees.html to confirm current fees.

When can I start?

You can earn IDP training units once you have successfully completed:

1. Three years in an NAAB-accredited professional degree program;
2. The third year of a four year pre-professional degree program in architecture accepted for direct entry to a two-year NAAB-accredited professional master's degree program;
3. One year in an NAAB-accredited professional master's degree program following receipt of a non-professional degree;
4. Ninety-six semester credit hours as evaluated in accordance with the NCARB Education Standard, of which no more than 60 hours can be in the general education category; or
5. A number of years equivalent to the periods set out in 1., 2., or 3. above, in a CACB-accredited professional degree program, or in a Canadian university professional degree program certified by the CACB.

KNOW YOUR JURISDICTIONAL REQUIREMENTS
Note that 32 semester credit hours or 48 quarter credit hours equal one year in an academic program.

To start your NCARB Record, logon to www.ncarb.org and click on Start Your NCARB Record Online.

IDP
STEPS

This section outlines the steps you must take to participate in IDP.

1. Start an NCARB Record
2. Request Transcripts
3. Identify Your IDP Supervisor
4. Identify Your Mentor
5. Document Your Experience
6. Verify Your Experience
7. Review Your Experience

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Step 1: Start an NCARB Record

Go to www.ncarb.org and click "Start Your NCARB Record Online." Fill out all of the requested information, including the payment method.

If you are interrupted or need additional information to complete the application, you can save the information and return later to complete the process.

Once you click on "Submit" you will receive two e-mails. The first e-mail will confirm acceptance of your payment. The second e-mail will assign your NCARB Record number, and advise you as to what transcripts and employment verifications will be required. This e-mail will include links to the applicable forms you will need to download from the NCARB web site.

Step 2: Request Transcripts

Download and mail the transcript request forms and any fee to your school(s).

Each transcript must be returned directly to NCARB by the school. NCARB will only accept transcripts submitted by the school.

You can monitor your NCARB Record status at www.ncarb.org by clicking on "My NCARB Record."

Step 3: Identify Your IDP Supervisor

Your IDP supervisor is the individual that works in your office who supervises you on a daily basis, where daily interaction is routine. Your IDP supervisor is required to certify that the information you submit on your experience report is true and correct.

Your IDP supervisor is responsible for

- providing reasonable opportunities for you to gain adequate experience in each IDP training area;
- meeting regularly with you to review progress and verify your IDP experience report;
- encouraging you to participate in seminars and utilize other supplementary education resources; and
- conferring, if needed, with your mentor.

IDP supervisors are usually registered architects; however, in certain work settings your IDP supervisor may be a professional from another discipline.

What is Direct Supervision?

- Your IDP supervisor must have control over and detailed professional knowledge of the work you prepare under his or her direct supervision.
- Your IDP supervisor must hold a current license in the jurisdiction where your office is located.
- Your IDP supervisor must be an employee of the firm.
- You and your IDP supervisor must both work in the same office.

Managing Expectations

- You are the prime beneficiary of the IDP. To gain the greatest benefit from participation, you should pursue it as a cooperative arrangement with your employer.
- Recognize that your employer cannot charge clients for IDP training costs.
- Many supervisors have not participated in the IDP, and therefore may need some help understanding the process.

Step 4: Identify Your Mentor

A mentor is defined as a loyal advisor, teacher, or coach. You should select an IDP mentor who you feel will make a long-term commitment to your professional growth. You should choose a mentor outside of your office so that you can gain insight and perspective independent of your daily work experience.

Your mentor must be a licensed architect; however, your mentor does not have to be registered in the jurisdiction where your office is located.

The mentor's role includes:
- meeting periodically with you to review training progress and to sign your IDP experience report;
- suggesting additional training and supplementary education activities;
- providing guidance to enhance your professional growth; and
- conferring, if needed, with your IDP supervisor.

Managing Expectations
- You and your mentor should discuss expectations and come to an agreement on such issues as: the length of the relationship; frequency and types of meetings and other activities; and how to give each other feedback.
- Confidentiality is an absolute requirement, for both mentor and intern, with regard to personal and professional issues.

Refer to www.aia.org for more information about the AIA mentorship program.

Step 5: Document Your Experience

The electronic Experience Verification Reporting system (e-EVR) was developed to enhance the delivery of experience reports to NCARB in support of the IDP. This system will allow you to document your experience in various training areas directly into your online NCARB Record.

Log into your NCARB Record to document your work experience and professional and community service regularly.

In IDP, your training is measured in training units. One training unit equals eight hours of acceptable work experience in an acceptable work setting.

To earn training units in most work settings, you must meet the following requirements*:

FULL TIME:
32 hours per week for a minimum period of eight consecutive weeks

PART TIME:
At least 15 hours per week for a minimum period of eight consecutive weeks

* Effective 1 July 2008. Refer to the Handbook for Interns and Architects for requirements prior to 1 July 2008.

Step 6: Verify Your Experience

Upon submission of your experience report through the e-EVR, your supervisor will receive an e-mail notification that you have submitted an experience report for review.

You and your supervisors should review your experience.

Your supervisor must approve your experience report, thereby certifying the information furnished by you is true and correct.

All training experience is subject to review and evaluation for compliance with the program.

Remember: You can monitor your NCARB Record status at www.ncarb.org by clicking on "My NCARB Record."

Step 7: Review Your Experience

Review your work experience with your mentor. Your mentor may sign your experience report to acknowledge he or she has met with you to review your progress.
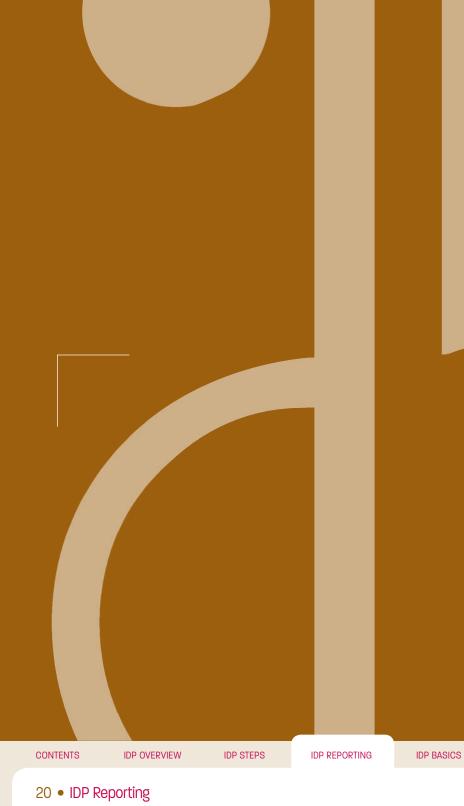
REPEAT STEPS 5 THROUGH 7

Repeat them often. You should submit your experience report to NCARB at intervals no longer than every six months. Maintaining your documentation:

- assures you know where you stand in the program and which training areas you need to focus on;
- guides your IDP supervisor in providing training opportunities;
- identifies areas where supplementary education may enhance training; and most importantly
- allows you to get more out of your internship.

Helpful Hints

- Fill out your forms completely and accurately.
- Know your work setting.
- Make sure you're working under "direct supervision."
- Document your experience often.
- Be aware of your current tally.
- Ask for what you need, as soon as you need it.

IDP
REPORTING

An essential part of the program requires interns to complete experience reports that document their experience in specific training areas and have them certified by their supervisors. This section explains how and when you should submit your training reports.

The Six-Month Rule

NCARB's Member Boards passed a rule requiring interns to submit their training units in reporting periods of no longer than six months and within two months of completion of each reporting period.

									TWO MONTH			
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
			SIX-MONTH REPORTING PERIOD						FILING PERIOD			

When will the Six-Month Rule begin?

The Six-Month Rule will be implemented in two phases:

1 July 2009
- Interns establishing a new NCARB Record on or after 1 July 2009 will be required to comply with the six-month maximum reporting period.

1 July 2010
- All interns will be required to comply with the six-month maximum reporting period.

Why is there a Six-Month Rule?

- To facilitate better and more frequent communication between interns and IDP supervisors.
- To receive timely feedback on the progress being made toward professional development .
- To identify and target training area deficiencies as early as possible so that the intern can request exposure to such experience promptly.

How will the Six-Month Rule work?

- Each reporting period can be no longer than six-months duration.

- The report to NCARB must be entered no later than two months after the end of the period being reported.

- For each day past the two-month filing period, a day of acceptable experience will be lost at the beginning of the reporting period.

- Acceptable training units entered within the required time will not be adversely affected by administrative delays.

- A provision has been made to accommodate a reasonable extension of the two-month filing period in circumstances where filing is prevented by a serious medical condition, military service, or the birth or adoption of a child.

For more information on the Six-Month Rule, go to:
www.ncarb.org/idp/SixMonRul.html

The Six-Month Rule: Examples

The following examples are provided to illustrate some of the basic methodology of the Six-Month Rule, to outline some extensions that might be requested, and to describe how these would be handled.

Example 1

Standard

An intern taking maximum advantage of the reporting and filing periods would have through August 31 to report training units that were earned during the six month period starting January 1 and ending June 30. While the reporting period is a maximum of six months, the filing period could be any time on or after June 30 through August 31.

Example 2

Administrator or Supervisor Delay

Same example as above, but there is an incidental problem with the report or supplementary information is required and it takes additional time for NCARB and the intern to resolve. The intern may still count the time between January 1 and June 30 once the problem is resolved and accepted by NCARB.

Example 3

Reporting Period Less Than Six Months

An intern chooses to report every three months, rather than every six months. Therefore, training units earned between January 15 and April 14 must be reported by June 14, two months after the end of the period being reported.

If, for any reason, the intern missed his or her intended filing date of June 14, the intern could extend the reporting period to anytime up until July 14 (the full six months available) and not lose any credits.

The new filing deadline will be two months from the new end date selected.

Example 4

Missed Filing Deadline for Reporting Period of Six Months

If an intern attempts to file a experience report on October 3 for a period covering January 15 through July 14, the report will not be accepted. The intern must recalculate and resubmit the report.

In this example, February 4 is the earliest possible start date for a experience report submitted on October 3 and any units accumulated from January 15 through February 3 would be lost. If February 4 was used as the start date, then the reporting period would end on August 3, six months later, and the intern could file his or her report on October 3.

Example 5

Birth or Adoption of a Child

An intern has become a new parent or adopted a child on January 15. Before taking a leave of absence on January 1, the intern had completed six months of work (July 1 through December 31). Whereas the intern would normally be expected to file the experience report by February 28, following a documented and approved request the intern would be given until August 31 to file this report.

Example 6

Active Military Duty

An intern has been called to active military duty on January 15. Before this event, the intern had worked until December 31, having completed six months of work (July I through December 31) that could be reported for training unit credit. Whereas the intern would normally be expected to submit the experience report by February 28, following a documented and approved request, the intern would be given a reasonable extension for filing this report following the intern's end of active military duty.

Example 7

Serious Medical Condition

Similar to Example 6, an intern who has experienced a serious medical condition could, with appropriate and approved documentation from a licensed medical doctor overseeing the intern's care, be allowed a reasonable extension of the two-month filing period.

Changing Employment

During the course of IDP participation, personal circumstances or external factors can result in new employment opportunities. If you change employers, the following procedures apply:

1. Record all activity occurring prior to leaving your current employer on an IDP experience report—your report for training units earned at your current employer must be certified by that IDP supervisor.

2. Indicate employment separation in the notes section of your experience report.

3. Identify a new IDP supervisor.

4. Record your next reporting period at your new employer (after meeting the **minimum duration** requirements) on a new IDP experience report—this report must be certified by your new IDP supervisor.

e-EVR

The electronic Experience Verfication Reporting system (e-EVR) was developed to enhance the delivery of experience reports to NCARB in support of the IDP. This system will allow interns to document their experience in various training areas directly into their online NCARB Record. In this system, an intern will identify his/her supervisor in each report. When a report is submitted, a notification will be sent to the supervisor at the e-mail address provided by the intern.

1. Click on "My NCARB Record." If you do not have an NCARB Record, click "Start Your NCARB Record Online!" in the left column. You will need to complete the application before you can start using the e-EVR.

2. If you have an NCARB Record, enter your Record number or your e-mail address and password.

3. Click on "e-EVR, the electronic Experience Verification Reporting system."

4. Read and agree to the terms in the disclaimer.

5. Click the "My Experience" section. There you will see a list of all the experiences currently entered in your NCARB Record, including past paper submissions.

6. To add a new experience, click the "add new experience" button.

7. Enter your employment and training information for the reporting period on the following pages. Each time you select "continue," the information on that page will be saved.

9. Read all warnings and correct errors. Click "submit" to send the report to your supervisor or "Return to My Experience" to submit the report at a later date.

IDP
BASICS

The IDP is designed to help you achieve comprehensive exposure to architectural practice. To understand how the IDP works, it is important to be familiar with the program's work settings, training requirements, and supplementary education activities.

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Work Settings:
Maximum Training Units Allowed & Conditions Affecting IDP Training

You earn training units when you are employed in work settings recognized by your state registration board. The following table sets forth those work settings recognized by NCARB, the maximum number of training units that can be acquired in each setting and the related IDP training conditions.

WORK SETTING	MAXIMUM TRAINING UNITS ALLOWED
A Training under the direct supervision[1] of a registered architect[2], and when the organization's practice (a) is in the charge of a person practicing as a principal[3] and (b) encompasses the comprehensive practice of architecture, including each of the training areas found in the IDP Training Requirements. **You must earn at least 235 training units in Work Setting A.**	No limit
B Training under the direct supervision[1] of a registered architect[2], but when the organization's practice does not encompass the comprehensive practice of architecture, including each of the training areas found in the IDP Training Requirements.	465 training units
C Training in a firm engaged in the practice of architecture outside the United States or Canada, under the direct supervision[1] of a person credentialed to practice architecture who is not registered in a U.S. or a Canadian jurisdiction.	235 training units

WORK SETTING	MAXIMUM TRAINING UNITS ALLOWED
D Experience directly related to architecture under the direct supervision[1] of a registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.	235 training units Training Categories B, C, and D
E Experience (other than that noted above) in activities involving the design and construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when under the direct supervision[1] of a person experienced in the activity.	117 training units in Training Categories C and D
F Full-time teaching or research in a NAAB-accredited or CACB-accredited professional degree program.	245 training units in Training Category D
FF Performing professional and community service when not in settings described in A through F.	10 training units in Training Area 16

[1] **"Direct supervision"** means that degree of supervision by a person overseeing the work of another, where both work in the same office in circumstances where personal contact is routine, whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his or her supervision.

To earn training units in settings A through E, if you were not an employee of the organization in which you received your training, you must submit evidence that you were nonetheless working under the direct supervision of the person overseeing your work. NCARB policy does not recognize work performed by "independent contractors" as defined by the U.S. Department of Labor.

[2] A **"registered architect"** is a person registered to practice architecture in the jurisdiction in which they practice.

[3] A person practices as a **"principal"** by being (a) a registered architect as defined above and (b) the person in charge of the organization's architectural practice, either alone or with other registered architects.

IDP Training Requirements

Interns must acquire 700 training units to satisfy the IDP Training Requirement. One training unit equals eight hours of acceptable training in an acceptable work setting. The following chart lists the IDP training categories and areas and the required training units for each.

Category A: Design and Construction Documents

Training area	Minimum Training Units Required
1. Programming	10
2. Site and Environmental Analysis	10
3. Schematic Design	15
4. Engineering Systems Coordination	15
5. Building Cost Analysis	10
6. Code Research	15
7. Design Development	40
8. Construction Documents	135
9. Specifications and Materials Research	15
10. Document Checking and Coordination	10
Elective Units in this Category	75
Minimum Training Units Required	**350**

Category B: Construction Contract Administration

Training area	Minimum Training Units Required
11. Bidding and Contract Negotiation	10
12. Construction Phase—Office	15
13. Construction Phase—Observation	15
Elective Units in this Category	30
Minimum Training Units Required	**70**

Category C: Management

Training area	Minimum Training Units Required
14. Project Management	15
15. Office Management	10
Elective Units in this Category	10
Minimum Training Units Required	**35**

Category D: Related Activities

Training area	Minimum Training Units Required
16. Professional and Community Service	10
Other Related Activities	0
Minimum Training Units Required	**10**

All Categories Minimum Total Training Units Required	465
Elective Units From Any Category (including supplementary education units)	235
TOTAL IDP TRAINING UNITS REQUIRED	**700**

For a detailed description of IDP training categories and supplementary education criteria, see the Core Competencies section on page 36.

Note: One training unit equals eight hours of acceptable training in an acceptable work setting.

Supplementary Education

You may earn training units through the following NCARB-recognized supplementary education activities:

● Completing activities provided in the Emerging Professional's Companion (EPC), located at **www.epcompanion.org**. An IDP training enrichment resource, the EPC provides free web-based training opportunities outside of the studio environment.

  ■ An AIA transcript must accompany your IDP experience reports documenting completion of AIA-approved resources.

  ■ Interns can earn supplementary education training units in the 15 training areas through completion of beginner-, intermediate-, and advance-level exercises that provide exposure to key practice issues, including liability; health, safety, and welfare; and ethical dilemmas.

● Completing AIA-approved continuing education resources and programs.

  ■ One AIA learning unit earns 0.25 IDP training units.

  ■ An AIA transcript must accompany your IDP experience reports documenting completion of AIA-approved resources.

● Achieving LEED accreditation. Five training units may be earned by passing the LEED AP exam on or after 1 July 2008.

  ■ A copy of your LEED accreditation must accompany your experience report.

● Earning a post-professional degree in architecture **after** earning a professional degree in architecture from a program accredited by NAAB or CACB. A post-professional degree in architecture received after 1 July 2002, earns 117 training units in IDP training category D. Credit hours must be in subjects evaluated by NCARB as directly related to architecture.

Supplementary education activities are subject to the following conditions:

● Except for a post-professional degree in architecture, no training units may be earned for supplementary education unless the intern is employed in a recognized **work setting**.

● Supplementary education cannot be used to satisfy the minimum training unit requirements in **IDP training areas 1-16**.

● Credit for supplementary education activities may not exceed 235 training units.

Supplementary Education Reporting

The e-EVR does not currently support the reporting of supplemental education. For now, supplemental education will still need to be submitted and verified on the paper experience report.

*   For degrees earned prior to July 2002, please refer to the *Handbook for Interns and Architects*.

CORE
COMPETENCIES

The activities in this section enable you to acquire the knowledge, understanding, and skills that form core competencies related to architectural practice. You should use the activities as a tool to enhance the quality of your training.

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1. Programming

CATEGORY A: Design and Construction Documents   Minimum training units required: 10

Definition
Programming is the process of discovering the owner/client's requirements and desires for a project and setting them down in written, numerical, and graphic form. For a project to be successful, all participants, including the owner/client, must understand and agree on the program at the outset.

Core Competencies
At the completion of your internship, you should be able to:
- use information gathering and data collection techniques to organize and evaluate programming data
- establish the scope, design objectives, limitations, and criteria that reflect the owner/client's requirements and needs for a project
- set forth the program requirements in written, numerical, and graphic form
- research and assess information from postoccupancy evaluations of similar building types
- assess a project's feasibility

Skills and Application Activities
- Identify the qualitative and quantitative requirements for the project, and develop questions and a checklist for an owner/user survey including sustainability issues.
- Investigate and document the work process for a particular user.
- Prepare functional relationship/adjacency diagrams.
- Calculate net and gross area requirements.
- Relate the budget and schedule to the program.
- Determine owner/client needs for phasing the project and for future growth and development.
- Analyze owner-supplied data and document programmatic implications.

2. Site & Environment Analysis

CATEGORY A: Design and Construction Documents   Minimum training units required: 10

Definition
Site and environmental analysis involves research and evaluation of a project's context and may include environmental evaluation, land planning or design, and urban planning.

Core Competencies
At the completion of your internship, you should be able to:
- provide a coherent, logical, well-designed site plan for a specific program
- demonstrate the ability to integrate elements that influence the site's design
- justify the site plan design based on your research

Skills and Application Activities
- Building location options on the site including efforts to minimize site impact and energy consumption.
- Regulatory restrictions (e.g., parking, zoning, building codes, ADA) for the site.
- Natural conditions (e.g., topography, vegetation, climate considerations, orientation, ecology, energy) on the site.
- Constructed conditions (e.g., infrastructure, building foundation).
- Access to utilities.
- Environmental hazards.
- Input from consultants (e.g., landscape architect, geotechnical engineer).
- Input from groups with community interest (e.g., community organizations, historic preservation organizations).
- Information from public agencies with jurisdictional authority (e.g., zoning, planning, building, fire).
- Feasibility of alternate sites.

3. Schematic Design

CATEGORY A: Design and Construction Documents   Minimum training units required: 15

Definition
Schematic design is the development of graphic and written conceptual design solutions to the program for the owner/client's approval.

Core Competencies
At the completion of your internship, you should be able to:
- develop alternative solutions to a specific program
- document and present your solutions to an owner/client for selection and approval

Skills and Application Activities
- Develop alternative conceptual design proposals that address the program and minimize long-term impact on the environment.
- Evaluate engineering systems appropriate to the project and their environmental impact.
- Prepare volume and area calculations and evaluate the cost of alternative design proposals.
- Prepare a presentation package, including drawings and models, to show the owner/client.
- Prepare verbal and graphic presentation to communicate the intent of the designs to the owner/client.
- Review the selected schematic design with the owner/client and revise the design based on the owner/client's feedback.
- Coordinate consultants' activities in an integrated and collaborative design process relative to the schematic design.
- Incorporate relevant code requirements into the schematic design.

4. Engineering Systems Coordination

CATEGORY A: Design and Construction Documents   Minimum training units required: 15

Definition
Engineering systems coordination involves selecting and specifying structural, mechanical, electrical, and other systems, and integrating them into the building design. These systems are normally designed by consultants in accordance with the client's needs.

Core Competencies
At the completion of your internship, you should be able to:
- work with consultants to incorporate engineering systems into building designs and resolve any building system conflicts
- coordinate inclusion of engineering systems design in all project documents

Skills and Application Activities
- Research and assist in the selection of appropriate engineering systems.
- Assess sustainability issues.
- Evaluate the types of consultants required.
- Coordinate and verify the availability of adequate utilities.
- Evaluate engineering proposals and fee structures.
- Coordinate project information with consultants.
- Coordinate engineering system documents.
- Evaluate space requirements and costs for engineered systems.

5. Building Cost Analysis

CATEGORY A: Design and Construction Documents   Minimum training units required: 10

Definition
Building cost analysis involves estimating the probable construction cost of a project.

Core Competencies
At the completion of your internship, you should be able to:
- analyze and evaluate site and building construction costs
- prepare a building cost analysis that meets the program's requirements and provides alternatives for the owner/client

Skills and Application Activities
- Prepare preliminary cost analysis using:
  - unit cost/building type basis (cost/square foot),
  - unit cost basis (material labor), and
  - standard references such as RSMeans Contruction Cost Estimating Guides and Cost Data.
- Investigate and prepare quantity calculations for selected materials
- Evaluate life-cycle cost information in relation to specifications and sustainability.
- Research value analysis opportunities.
- Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications.
- Factor the current inflation rated and other economic variables into the cost estimates.
- Understand non-construction project costs, including land acquisition, design, government approvals, project financing, and marketing, and how they impact building cost.

6. Code Research

CATEGORY A: Design and Construction Documents   Minimum training units required: 15

Definition
Code research involves evaluating a specific project in the context of relevant local, state, and federal regulations that protect public health, safety, and welfare.

Core Competencies
At the completion of your internship, you should be able to:
- provide the owner/client with an analysis of how a project will respond to local, state, and federal regulations and other relevant code issues
- develop a code compliance plan

Skills and Application Activities
- Evaluate design alternatives based on code relquirements.
- Research all applicable codes.
- Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes.
- Develop a list of required agency approvals during final project reviews.

7. Design Development

CATEGORY A: Design and Construction Documents   Minimum training units required: 40

Definition
In design development, a project's schematic design is refined, including designing details and selecting materials. This step occurs after the owner/ client has approved the schematic design.

Core Competencies
At the completion of your internship, you should be able to:
- provide drawings and documents for the owner/client that detail the project's scope, quality, and cost
- select and develop details for specific materials, components, and systems to be incorporated into the design

Skills and Application Activities
- Prepare design development documents from the approved schematic design, incorporating appropriate levels of detail in drawings and outline specifications. Be sure to coordinate and cross-reference documents.
- Participate in discussions with the owner/client regarding project scope, quality, sustainability, and life cycle cost. It would be desireable to have the Design Development section include appropriate material and system selections based on the environmental impact as well as to include Energy Modeling and embodied energy as a basis for material and system choices.
- Document decisions reached during owner/client meetings and evaluate their impact on the design program.
- Review the design development documents for conflicts between building systems. If any are identified, coordinate the work of consultants to resolve them.
- Review the design development documents to ensure they conform to previously established requirements and meet applicable codes.

8. Construction Documents

CATEGORY A: Design and Construction Documents   Minimum training units required: 135

Definition
Construction documents are the written and graphic instructions used for construction of the project. These documents must be accurate, consistent, complete, and understandable.

Core Competencies
At the completion of your internship, you should be able to:
- prepare an accurate, consistent, and complete set of architectural construction documents for a project
- explain construction documents to a client
- check and coordinate the integration of structural, mechanical, electrical, and plumbing systems with the building and site
- based on the specifications, prepare a production sequence flow chart to illustrate the relationship between construction documents and the construction process
- when applicable, prepare phasing documents to illustrate the construction sequence

Skills and Application Activities
- Create mock-ups of project drawing sets.
- Prepare a schedule for preparation of construction documents that includes milestone markers and reviews as appropriate.
- Prepare plan, elevation, and section drawings that clearly convey the design development documents. Coordinate and cross-reference the documents, including the work of consultants.
- Document decisions reached, including sustainability issues, at relevant project team meetings, and evaluate their impact on the development and production of the construction documents.
- Review the program to check for discrepancies between the design development and construction documents.
- Help the owner/client obtain required approvals and permits.
- Using the owner/client's operational requirements, develop a construction phasing plan.

9. Specifications & Material Research

CATEGORY A: Design and Construction Documents   Minimum training units required: 15

Definition
Specifications and materials research leads to analysis and selection of building materials and systems for a project. The materials specified for a particular project communicate the requirements and quality expected during construction. Specifications are included in a project manual that is used during bidding and construction.

Core Competencies
At the completion of your internship, you should be able to:
- prepare specifications in accordance with CSI standards by translating the construction requirements into a specifications format
- research and select appropriate building materials based on performance criteria and program requirements

Skills and Application Activities
- Investigate product literature or question manufacturers' representatives to acquire information about materials for use in preparing specifications.
- Prepare specifications for a project.
- Document how Energy Modeling and sustainability issues influence specifications and material choices.

10. Document Checking & Coordination

CATEGORY A: Design and Construction Documents   Minimum training units required: 10

Definition
Document checking and coordination is the means by which quality assurance is established and maintained throughout a project's development.

Core Competencies
At the completion of your internship, you should be able to:
- verify that information produced by the various disciplines involved in the design/construction process is coordinated throughout the project documents
- apply standard document-checking procedures for a project, and revise and correct construction documents, as required

Skills and Application Activities
- Develop a list of all drawings and other documents required for the project, including brief descriptions of their contents.
- Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents.
- Coordinate all project drawings for accuracy of dimensions, notes, and abbreviations.
- Assist in developing a schedule of lead times required for proper coordination with other disciplines.
- Cross-check all consultants' drawings with architectural drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.
- Assist in final documents review for compliance with applicable codes, regulations, building rating systems, etc.
- Make revisions and corrections to project documents based on the results of project document checks.

11. Bidding & Contract Negotiation

CATEGORY B: Construction Contract Administration   Minimum training units required: 10

Definition
Bidding and contract negotiation involves the establishment and administration of the bidding process, issuance of addenda, evaluation of proposed substitutions, review of bidder qualifications, analysis of bids, and selection of the contractor(s).

Core Competencies
At the completion of your internship, you should be able to:
- understand the difference between the bidding and contract negotiation processes
- follow appropriate procedures during the bidding process
- complete bidding and contract forms

Skills and Application Activities
- Prepare bidding documents and maintain the distribution register.
- Research and prepare an addendum to the bidding documents and write a notice announcing the change.
- Attend a bid opening and observe the bidding process.
- Assess requests for substitutions.
- Develop and illustrate a comparative analysis of bids.
- Compare bids with final project estimate.

12. Construction Phase - Office

CATEGORY B: Construction Contract Administration   Minimum training units required: 15

Definition
Construction contract administration tasks carried out in the architect's office include facilitating project communication, maintaining project records, reviewing and certifying amounts due contractors, and preparing change orders (also see Training Area 13, Construction Phase-Observation).

Core Competencies
At the completion of your internship, you should be able to:
- understand the relationship between construction documents and the construction contract administration process
- organize and manage contract administration tasks during the construction phase
- follow appropriate administrative procedures during the construction phase
- facilitate communication among all participants in the construction process, including the owner/client

Skills and Application Activities
- Obtain information and submittals required for the notice to proceed.
- Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor.
- Attend a preconstruction conference with emphasis on sustainability and the construction process.
- Process change orders, requests for information (RFI's), and requests for clarification.
- Document conflicts that occur during the construction process, and propose at least two alternative resolutions to each conflict.
- Review and approve applications for payment.
- Participate in verifying the punch list submitted by the contractor.

13. Construction Phase - Observation

CATEGORY B: Construction Contract Administration   Minimum training units required: 15

Definition
Construction contract administration tasks carried out in the field include observing construction for conformance with drawings and specifications and reviewing and certifying amounts due to contractors (also see Training Area 12, Construction Phase-Office).

Core Competencies
At the completion of your internship, you should be able to:
- understand the relationship between construction documents and the construction contract administration process
- manage field observation and documentation tasks
- evaluate completed construction for compliance with the construction documents and specifications

Skills and Application Activities
- Take minutes at a regular job site meeting.
- Review progress of work and attend meetings when appropriate to assess quality and performance.
- Document unforseen conditions that arise during construction, and develop several alternative solutions to resolve these problems.
- Verify completion of work itemized in monthly applications for payment.
- Verify the completion of punch list tasks.
- Document a post-occupancy evaluation.

14. Project Management

CATEGORY C: Management   Minimum training units required: 15

Definition
Project management includes planning, organizing, and staffing; budgeting and scheduling; leading and managing the project team; documenting key project information; and monitoring quality assurance.

Core Competencies
At the completion of your internship, you should be able to:
- coordinate communication among all parties involved in a given project
- manage contracts, personnel, schedule, and budget throughout all phases of a small project
- administer agreements with the owner/client and consultants
- maintain project quality during design and construction

Skills and Application Activities
- Assess time requirements for all project tasks.
- Develop a project work plan that identifies tasks, responsibilities, personnel requirements, sustainability goals, schedule, and budget.
- Manage consultants and review all contracts and billing approvals.
- Evaluate project work progress.
- Manage project reviews and coordination through participation in meetings.
- Prepare schedule of client billings, and establish initial client invoices according to project contracts.
- Participate in and document the project closeout process.
- Help resolve any disputes that arise.

15. Office Management

CATEGORY C: Management   Minimum training units required: 10

Definition
Office management involves allocation and administration of office resources to support the goals of the firm.

Core Competencies
At the completion of your internship, you should be able to:
- identify and articulate the activities required to maintain a successful and healthy office environment in an architecture firm

Skills and Application Activities
- Review economic trends, forecasts, and indicators in relation to the firm's markets.
- Study the firm's statement of principles, strategic plan, and organization.
- Participlate in selected marketing activities.
- Assist in interviewing potential project team members including consultants.
- Help develop opportunities for professional collaboration, team building, consensus building, and conflict resolution.
- Prepare interview questions for prospective employees, and participate in the interview process.
- Understand the difference between compensation, overhead, and direct personnel expense.

16. Professional & Community Service

CATEGORY D: Related Activities   Minimum training units required: 10

Definition
*Interns will find that voluntary participation in professional and community activities enhances their professional development. Such activities will increase your understanding of the people and forces that shape society, as well as augment your professional knowledge and skills. **Community service does not have to be limited to architecturally related activities for you to receive these benefits.***

Core Competencies
At the completion of your internship, you should be prepared to:
- contribute your talents responsibly in a traditional or nontraditional community-based organization with the goal of helping to improve the quality of life in the community

Skills and Application Activities
- Participate in a professional association by serving on committees and engaging in related service activities. Training units cannot be earned by attending seminars, meetings, or conferences.
- Provide career counseling or mentorship for high school and college students.
- Conduct educational programs about the profession in elementary and secondary schools.
- Participate in civic organizations, neighborhood groups, museum programs, and other activities that address such issues as homelessness, natural disasters, historic preservation, resource conservation, and environmental awareness.
- Participate as a member or advisor to a local zoning board, planning committee, fine arts review board, or similar community-based organization.

NEXT STEPS

Once you have started the Intern Development Program the next step to becoming a licensed architect is taking the Architect Registration Exam (ARE). Once you attain state licensure, an NCARB Certificate will allow you to be more "mobile" throughout North America. The following gives you an overview of the steps required to take the ARE and to receive an NCARB Certificate.

CONTENTS   IDP OVERVIEW   IDP STEPS   IDP REPORTING   IDP BASICS   WORK SETTINGS   TRAINING REQUIREMENTS   SUPPLEMENTARY EDUCATION   CORE COMPETENCIES   NEXT STEPS

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Applying for the ARE

Each jurisdiction establishes its own application procedures for examination. As soon as you determine where you will seek initial registration you should request application materials from your jurisdiction.

Review your jurisdictional training requirement and conditions such as:

- Does your jurisdiction allow you to take the ARE before completion of the IDP?
- What is your board's required training period? Can this period be reduced if you satisfy the IDP training requirement in less time?
- How many years in "the office of a registered architect" are required?
- Must you satisfy your board's education and training requirements prior to the examination? After the examination?
- Are references required? Who can be used as a reference?

If you started your NCARB Record before you completed your education requirement, you must request a final transcript verifying that you have satisfied your jurisdiction's education requirement.

You must notify NCARB of your intent to apply for examination. You may make the request from **My NCARB Record** at www.ncarb.org.

- NCARB will review your Record and request (if necessary) additional employment or education information.
- Upon receipt of all information and the appropriate fee, NCARB will send your Record to your board.
- The board will review your Record and make the final decision on admission.

If you are applying for admission to the ARE in a jurisdiction that participates in the NCARB Direct Registration Program* your NCARB Record will not be transmitted until after you have completed the examination process. You will receive an Authorization to Test directly from Prometric, the company that administers the ARE.

* Jurisdictions that participate in the NCARB Direct Registration Program allow NCARB to process a candidate's eligibility for the exam.

For more information the Architect Registration Examination® (ARE®) go to:
http://www.ncarb.org/are/index.html

NCARB Certification

Satisfying the IDP training requirements and passing the Architect Registration Examination® (ARE®) are critical steps toward licensure. Once you receive your initial license, the next important step in your career is to get an NCARB Certificate.

An NCARB Certificate provides verification that you have met the professional standards established by the registration boards responsible for protecting the health, safety, and welfare of the public. It also makes it easier to obtain reciprocal registration—in fact nearly half of the registration boards accept an NCARB Certificate as the primary method for reciprocal registration.

When you are looking for a job, an NCARB Certificate will distinguish you when employers review your qualifications. Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities outside their jurisdiction.

With certification, you'll be prepared to look for employment or new clients in other jurisdictions if there is a downturn in your local economy or a boom in another jurisdiction. Even if you plan to work solely on projects within the jurisdiction where you hold licensure, your NCARB Certificate will enable you to meet your clients' needs if they decide to move or expand across state lines.

You've put a lot of hard work into completing your education. No doubt you are now focusing on completing the IDP, passing the ARE, and obtaining your license. Keeping your NCARB Record active during this time will make it faster, easier, and less expensive to get your NCARB Certificate. It is a sound investment in your career.

Save money by keeping your NCARB Record active:
http://www.ncarb.org/idp/idptocert.html

For more information on the NCARB Certificate go to:
http://www.ncarb.org/certification/index.html